

Alternative Power & Energy Grant

Recipient Orientation

energy.IN.gov

Indiana Office of Energy Development

Updated April 2010

Contract Process

energy.IN.gov

Contract Process

1

- You're awarded a grant

2

- Contract will be prepared

3

- You will receive the following documents:
 - Contract
 - Authorized Signatures for Payment Request form
 - Vendor Information form

Contract Process

4

- Sign the contract & each form
- **Must be original signatures!**

5

- Return contract & all forms in their entirety

6

- Contract will enter state's signature process

Contract Process

7

- Contract is executed in approximately 4–8 weeks

8

- OED will provide you with a copy of your executed contract & claim voucher

9

- Draw downs can then occur

10

- Must draw down & complete project by date listed in contract (typically May 31)

Draw downs

energy.IN.gov

Steps to draw down:

Contract is executed & claim voucher is received



Make a copy of the claim voucher form & fill in as instructed



Return claim voucher to OED with supporting, specific invoices marked paid or showing zero balance

Steps to draw down:

OED approves claim voucher & invoices (1–2 days)



Documentation sent to State Auditor's Office for payment (at least 10 days)



Must draw down all funds by December 31, 2010

Reporting

energy.IN.gov

Quarterly Reports

Quarterly Reporting Schedule	
Months	Report due
January – March	April 15 th
April – June	July 15 th
July – September	October 15 th
October – December	January 15 th

- Must use OED's online grant portal
- Reminders will be automatically generated for you each month

Quarterly Reports

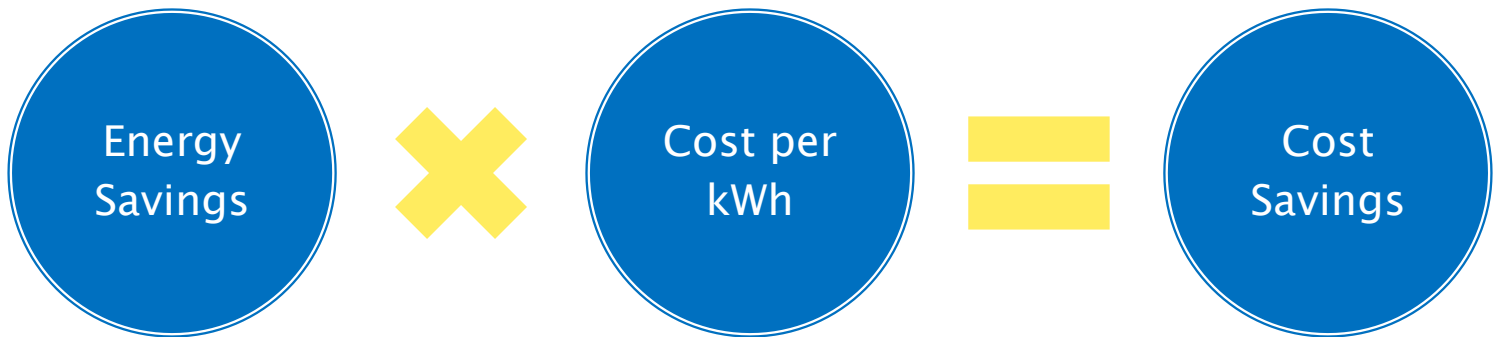
Key Reporting Components:

- Energy savings
- Energy cost savings
- Jobs
- Educational opportunities
- Success stories

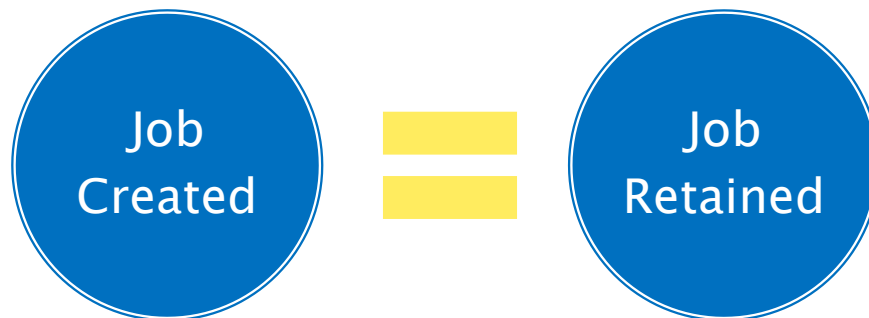
Energy Savings

- To determine how much your system has generated, **check your (required) monitoring program!**
- If all else fails, **check your inverter!**

To calculate:



Jobs



How to calculate:



Example:



Modifications, Site Visits, Giving Credit, & Contacting Us

energy.IN.gov

Modifications

What's in Exhibit A in the contract?

- Scope of Services
- Budget

What if I need to change the project/Exhibit A?

You must seek out & receive OED's approval first!

What happens if change the project & didn't receive OED's approval first?

Making any changes without OED's approval will jeopardize your grant funding!

Site Visits

- ▶ **One site visit per recipient at a minimum**
- ▶ **An additional site visit if recipient is:**
 - Not in compliance with any part of contract
 - Late reporting two consecutive quarters
- ▶ **What to expect:**
 - Sit down meeting discussing the grant and its administration
 - Tour of the project

Credit

- ▶ Must give the Indiana Office of Energy Development & the Department of Energy recognition in any press releases, marketing or educational information, and on any signage
- ▶ Must display OED's logo and link to OED's website on your community's website
 - OED will provide this for you

Contact Us

Reporting	Patrick Flynn	pflynn@oed.in.gov	317-232-8945
Draw downs & Contracts	Carmen Pippenger	capippenger@oed.in.gov	317-232-8951
Contracts	Molly Whitehead	mwhitehead@oed.in.gov	317-233-0541
APE Program	Travis Murphy	tmurphy@oed.in.gov	317-232-7578